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15 March 1965

MEMORANDUM FOR : Mr. Kirkpatrick

SUBJECT : Report of Cable Secretariat Operations 1-28 Feb '65

1. Cables Processed

a. The combined work units of CIA and non-CIA cables totaled 46,797 items broken down as follows:

| | |
|-------------------------|---------------|
| CIA IN cables | 18,871 |
| CIA OUT cables | 7,033 |
| Miscellaneous | 4,095 |
| Non-CIA | <u>16,798</u> |
| Total Work Units 46,797 | |

b. CIA IN and OUT cables totaled 51,528 cables for the period January-February 1965, down 2% compared to the same period 1964, but up 12% from the same period in 1963.

c. Non-CIA cables for January-February totaled 33,170, an increase of 3,963 or 13% over 1964 and 5,129 or 18% higher than the same period of 1963.

d. 1,813 cables or 4% of all cables processed were furnished to the Director as compared to 1,098 or 2.5% for January 1965. The military traffic concerning air matters in Vietnam and Laos probably accounted for much of the increase.

e. Work units totaled 93,192 for the January-February period, up 3% over the same period of 1964.

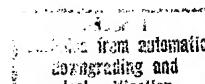
2. Personnel

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Last month we gained three clerks. Our on duty strength is persons against a T/O of

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3. General

a. The four station privacy tube system connecting SDO, Cable Secretariat, Signal Center, and PSD is now in operation. The system is in use 7 days a week 24 hours a day. This is a great improvement over the old system of having to hand carry messages after hours and weekends.

b. On 26 February [redacted] (IW) visited the Burroughs Plant at Paoli, Pa., to examine a working model of the automatic message switching and distribution equipment. The trial run went off very well and it does seem that some application of this equipment could be adopted for the Cable Secretariat.

c. I understand our request for six additional clerical slots has been approved by BPAM. However, there has been no official notification to us.

d. We are taking preliminary steps to bring our offset reproduction process around to a system which will enable us to increase our output. At present we have different colored paper, different offset presses, various inks, solutions, and masters. We plan to eliminate all colored paper, as Army has done, and to get a system in which we use one manufacturer's products (ink, etc., master, and machine). Our present system, a makeshift to accommodate several people, is simply less efficient than it should be.

e. Attached is a summary of Cable Secretariat Operating Costs for 1964. Our costs, regrettably, increased by \$83,440 for the year, or five cents per message processed. Approximately \$25,000 of this increase in cost is attributable directly to the pay raise. In my opinion, certain of the increased cost is due to the increased numbers of cables to be processed and the fact that we were working too close to the saturation point to be able to absorb the increase, particularly in the clerical field. We receive now many more high precedence messages than in times past; these messages cost us more to produce than a routine message, since the emphasis is so much more on time. If there are no substantial pay raises, I believe I can hold the cost close to the present per item cost, but there will undoubtedly be some increase in total cost because we have an increased T/O which needs to be filled in full or in part to handle the work which has not yet levelled off.

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[redacted]

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Cable Secretary

Attachment:

C/S Oper. Costs for '64

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